

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** BILLING SPECIALIST  
**Department:** Health Clinic  
**Reports to:** Health Director/Assistant Health Director  
**Status:** Non-Exempt  
**Salary:** \$19.34 to \$25.24 per hour  
\$40,217 - \$52,489  
**Level:** 6  
**Opens:** November 18, 2013  
**Closes:** December 9, 2013

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**SUMMARY**

Position responsible for maximizing third party reimbursement for medical services provided at LTBB Health Department, including Tribal Clinic, Substance Abuse and Dental Clinic professional service charges. Keep billing procedures updated and diagnosis codes in computer files updated. Responsible for verification and completeness of computerized encounter forms being processed for billing and insurance filing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Gather, audit, and make corrections to the EHR visits with respect to proper coding of CPT, HCPCS and ICD code, and level of service performed.
- Keep up-to-date and knowledgeable of all coding and diagnostic procedures, including ICD-10. Stay current on federal legislative changes affecting outcome as it relates to billing. Provide provider training as necessary.
- Monitor Medicare, Medicaid and all third party reimbursements.
- Follow up on billing rejections to resolve any issues that will allow reimbursement for services.
- Report on revenue, billing rejections and non-reimbursable encounters as requested.
- Maintain fee schedules for Medicare, fee for service, and all other payers.
- Maintain diagnosis code master file including notifying medical staff of inappropriate code usage.
- Answer all correspondence and incoming phone calls concerning billing of accounts.
- Maintain provider documentation for compliance related to licensure and appropriate credentialing related to billing for services by LTBB Health providers.

**QUALIFICATIONS** Candidate must have extensive experience and knowledge of medical billing practices. Must have knowledge of medical office operating procedures; skills in use of computer and calculator. Ability to examine documents for accuracy and completeness is essential.

**EDUCATION AND EXPERIENCE**

Associates Degree, and State certification in medical billing required. Minimum ten proven years of medical billing experience required. Experience with RPMS system preferred.

**COMMENTS** Indian Preference will apply